12.W.1.1 Students can generate correspondence for workplace or academic settings.

Learning targets to meet this standard:
- Provide clear information intended for the audience
- Show appropriate use of vocabulary, tone, and style for intended audience
- Demonstrate use of appropriate style and form for business and academic correspondence

Verbs Defined:

Key Terms Defined:

Teacher Speak:
Students can generate business correspondence for workplaces or academic settings.

Student Speak:
I can generate business correspondence for workplaces or academic settings**.**

Examples:
letters, memos, applications, resumes

Possible resources/references:

12.W.1.2 Students can write a research document which will defend a position or recommend a plan of action.

Learning targets to meet this standard:
- Develop clear research questions
- Understand research strategies such as field studies, interviews, and experiments
- Use systematic strategies to record and organize information
- Integrate quotations, paraphrasing and summarizing
- Implement MLA or APA manuscript style

Verbs Defined:

Key Terms Defined:

Teacher Speak:
Students can write a research document which will defend a position or recommend a plan of action.

Student Speak:
I can write a research document which will defend a position or recommend a plan of action.

Examples:

Possible resources/references:

12.W.1.3 Students can revise a document for ideas, organization, diction, fluency, voice, and presentation.

Learning targets to meet this standard:

Verbs Defined:

Key Terms Defined:

Teacher Speak:
Students can revise a document for ideas, organization, diction, fluency, voice, and presentation.

Student Speak:
I can revise a document for ideas, organization, diction, fluency, voice, and presentation.

Examples:

Possible resources/references:

12.W.2.1 Students can **edit** a document for all conventions.

Learning targets to meet this standard:
- **Revise** for focus, organization, paragraphing, content, and voice
- Improve sentence structure and word choice
- Check for correct grammar, usage, punctuation, and spelling
- Apply MLA or APA style guidelines

Verbs Defined:
- Revise **-** to restructure a piece of writing
- Edit - correct for spelling, usage, mechanics, and grammar

Key Terms Defined:

Teacher Speak:
Students can revise (restructure a piece of writing) and edit (correct for spelling, usage, mechanics, and grammar) a document.

Student Speak:
Students can restructure a piece of writing (revise) and correct for spelling, usage, mechanics, and grammar (edit) a document.

Examples:

Possible resources/references: